

Figure 12: Sample Six Month Evaluation Form

## Six-month Evaluation

### Our Team's Process

\_\_\_\_\_ has served as our team leader for the past six months.

\_\_\_\_\_ has performed particularly well in the following areas:

\_\_\_\_\_ could help our team function more effectively by:

We agreed to a number of operating parameters (meeting schedule, facilitation, definition of consensus) when we began our project together.

\_\_\_\_\_ In general, we have followed those parameters and they are working well for us.

\_\_\_\_\_ We have not followed those parameters and/or they have proven to be ineffective for us. Here's what we need to do to readjust and improve our process:

Our team agreed to a number of other parameters for our work. An evaluation of those parameters includes:

We have/have not held ourselves accountable to each other and have/have not been responsive to every team member's needs. Here's how we can improve our accountability to each other:

We have/have not communicated openly about all aspects of the project. Here's how communication could be improved:

We have/have not worked collaboratively through this process. Here's what's getting in the way of our collaboration:

We have/have not successfully resolved our disputes. Here's what's getting in the way of solving our disputes:

over

We have/have not provided timely review of all work associated with the project. When there have been delays, we have/have not clearly articulated the reasons for those delays. Here's what we could do to improve in this area:

We have/have not documented all decisions milestones reached on the project. Here's what's getting in the way of that documentation:

## Our Project

Our project is/is not moving down the right track toward successful completion. We are/are not meeting the multiple goals and objectives of all of the project's partners.

Here's what's getting in the way of meeting those objectives:

Here's how we could get our project back on the right track:

This project simply cannot meet the goals and objectives we identified in our team agreement. Here's what we need to do to adjust either the project or our expectations for it: